

DOCUMENT NAME: Printing - GPO**DAFIS DOCUMENT TYPE: 37**

1. **Description:** Printing and Binding Requisition or Print Order is used by units to request various printing, graphics, and audiovisual work from the Government Printing Office (GPO).
2. **Primary Forms:** SF-1, Printing and Binding Requisition to the Public Printer
GPO Form 2511, Print Order
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3794904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	94	90	4	F	AB	001	

Note: See paragraph 7 for additional information on document numbering.

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/AB/12345/2409

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure that the following information is included on each SF-1 or GPO-2511 submitted to FINCEN:
 - a. Full requisition number in requisition number block. (See paragraph 7.a. for instructions on the construction of this number.)
 - b. Jacket number in jacket number block. (Assigned by GPO)
 - c. Billing Address Code (BAC) in BAC code block. (May be obtained from GPO)
 - d. ALC 69-02-5102 must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511.
 - e. A full line of accounting must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511.
 - f. The appropriate Treasury Symbol must appear in the Appropriation Chargeable block. (See Appendix B for Treasury Symbol for the appropriation cited in the line of accounting).

7. Other Information:

- a. Both forms (SF1 and GPO-2511) have a requisition number block. GPO requires that the first digit represents the FY followed by a dash, and then a 5 digit order number (numeric characters only). Use the following numbering sequence to ensure GPO requirements are met and still provide sufficient information to properly create a Doc ID within DAFIS. Requisition numbers use the last digit of FY, a dash, ATU number (see Appendix C) followed by a serial number from 001 to 999, a space, then the DAFIS Doc Number without the Doc Type (37), the FY (e.g., 94), or the suffix. For example, 4-36001 904FAB001 represents the first print request in FY94 where GPO will use the 436001 for their requisition/contract number and where the DAFIS document number was 3794904FAB001.
- b. The GPO will enter this requisition number on the OPAC billing. FINCEN will spread the charge to the correct PES using the DAFIS Doc ID information and adding back the Doc Type (37) and FY fields (e.g., 94).
- c. On the rare occasions that an ATU may require more serial numbers beyond 999 or that an ATU wants to use multiple lines of accounting, contact FINCEN, (OGQ).
 - (1) When submitting GPO-2511's for print orders the requisition number will remain the same as the requisition number on the SF1 for the contractor you wish to utilize.
 - (2) Each GPO-2511 will be given its own print order number. This print order number will be used as part of the DAFIS document number. If the GPO does not give you a series of print order numbers, then begin your series with your ATU number from Appendix C. The DAFIS document number for use with the GPO-2511 form will be constructed as follows: 3794 will be used to start all FY94 printing requisitions, the next two digits will represent the contract site of the LUFS transmission, the next digit will be for the fiscal year chargeable, the next digit will be the last digit of the five digit contract number used in the requisition box, and the final five digits will be the print order number.

EXAMPLE: 3794904136002 Represents the second print order.

- (3) Print order numbers should be sequenced and should not be repeated. The DAFIS document number as it will appear on the PES report should be placed at the bottom left hand corner of the GPO-2511 along with the accounting data. A copy of the GPO-2511 which will be sent to the contractor should be mailed to the FINCEN. (See paragraph 6) Another copy should be mailed to the unit requesting the printing so they will be aware of the document number to be used.

8. LUFS Information:

- a. Standard generic input is made through the Record Spending module.
- b. Obligation will transmit electronically via LUFS.

8. c. A copy of the GPO Form 2511 or SF-1 should be mailed to FINCEN and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFs"

- d. This document should have the public/government indicator set to "G".

9. Document Flow:

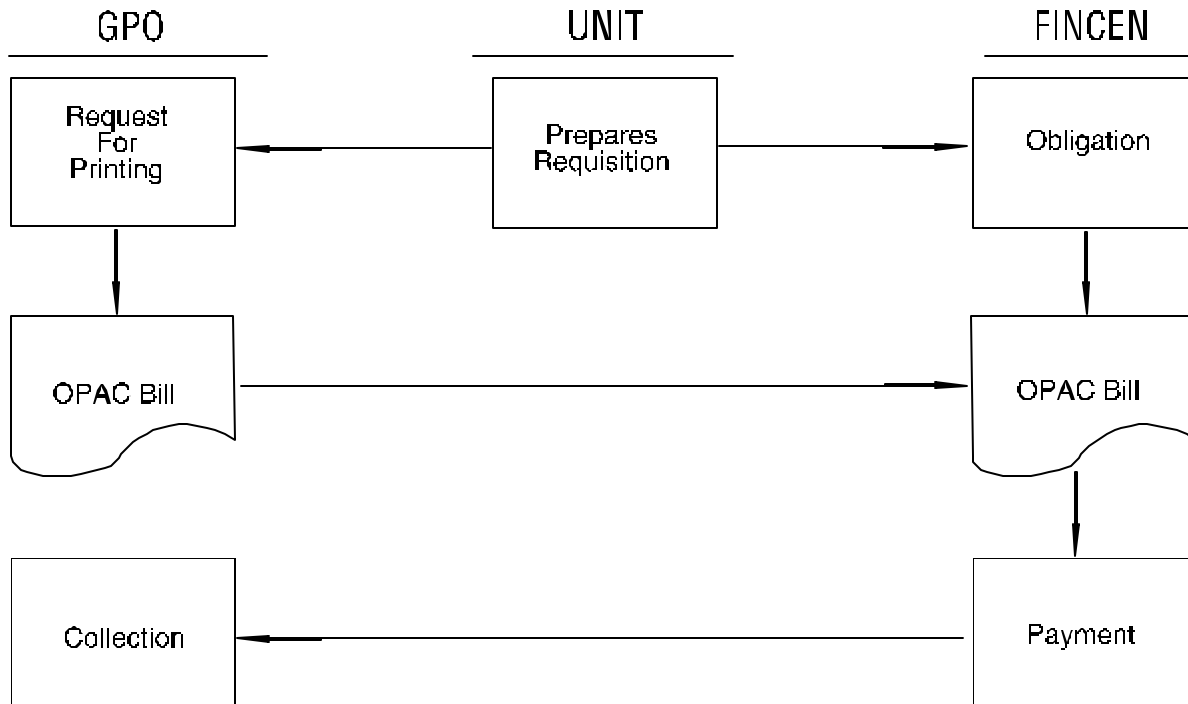


Figure: 12F-5 Printing - GPO

- a. Figure 12F-5 describes the procedures for processing the Printing - GPO form.
- b. If a onetime print order is required, the unit fills out an SF-1, Printing and Binding Requisition to the Public Printer. One copy of the requisition is given to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN. **The copy mailed to the FINCEN must contain the Jacket Number and Print Order Number entered by GPO.**
- c. If a term contract has been established as a result of a SF-1 requisition, any subsequent print requests should be submitted on a GPO-2511. One copy of the GPO Form 2511 is sent to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN.
- d. The FINCEN receives an OPAC bill from GPO, and individual charges are spread to the unit.

10. Sample Form: See Figures 12F-6 and 12F-7.

11. PES Report:

First print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3794904FAB001000	051	94011FHAA	12345	2409	0.00	500.00	0.00	0.00
3794904FAB001000	136F	94035F111	12345	2409	0.00	500.00-	0.00	500.00

Second print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3794904136002000	051	94041FHAA	12345	2409	0.00	175.00	0.00	0.00
3794904136002000	136F	94065F111	12345	2409	0.00	175.00-	0.00	175.00

12. References: None.

[illegible]

ALC 69-02-5102
2/F/401/136/30/0/AB/12345/2409
37 94 904FAB001

FOR ADDITIONAL INFORMATION CONTACT: (Name and Telephone Number)

SK1 J. SMITH (804) 396-5731

ENDING AUGUST 10 8AM EST PER THE 10 AUGUST

Figure 12F-6 SF-1, Printing and Binding Requisition to the Public Printer

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PRINT ORDER

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated

DEPARTMENT U.S. COAST GUARD		REQ. NO. 4-36001 804FAB001		DATE 09 FEB 94		PURCHASE ORDER NO.		PRINT ORDER NO. 36002	
CONTRACTOR COASTAL GRAPHICS				JACKET NO. 700-042		ESTIMATED COST [REDACTED]		SHIPDEL. DATE 25 FEB 94	
TITLE Programs				OBJECT CLASS 2409		STATE CODE		CONTR'S CODE	
PROOFS Galley		SETS		DATE DUE TO GOVT		DAYS GOVT WILL HOLD		RETURN DATE TO CONTR.	
Page		Blues		APPROPRIATION CHARGEABLE 6940201		BILLING ADDRESS CODE (BAC) 4910-54		QUANTITY 50	
COMPOSITION Phototype Cold Type Hot Metal				QUALITY LEVEL IV		TRIM SIZE See Samples			
MATERIAL FURNISHED TO CONTRACTOR Manuscript Halftones Line illus. Camera Copy Negatives Binders Other									
TEXT STOCK				COVER STOCK		NO. OF TEXT PAGES (Including Blanks)		FOLD-IN STOCK	
FOUR COLOR PROCESS PRINTG. Cover 1 2 3 4 Text				COLOR OF INK Cover Text		COVER PRINTS 1 2 3 4		FOLD-INS FORMS Face Only Face & Back	
STRIP-INS		NEGATIVES (No. Required)							
1 UCC		Sew		Band units of		Dial _____ round holes _____" in diameter on _____ side _____ inches c. to c.			
Saddle		Ties & Sides		Shrink Film Wrap units of		Center of holes _____ inches from _____ edge of sheet			
Side		Part on Fold		Other		Feeds of _____ sheets/sides each. Fed on the _____ side. Checkboxes required.			
Perfect		Adhesive Strip				Pack _____ per shipping container. <input type="checkbox"/> Pallets required.			

For further information contact:

SK1 J. SMITH
(804) 396-5731

COMMANDING OFFICER
USCGC NEVERSAIL
1234 COAST GUARD BLVD.
PORTSMOUTH, VA 23703-2197

BILL TO:

CO (XX37)
USCG FINANCE CENTER
1430 A KRISTINA WAY
CHESAPEAKE, VA 23326-XX37
PHONE: (804) 523-6940.

ALC 69-02-5102

2/F/401/136/30/0/12345/2409

3794904136002

Departmental Authority (Signature and Title)	Purchase Obligation	DATE SENT TO CONTRACTOR
J.J. SMITH, CWO4, USCG		

CONTRACTOR TO COMPLETE BOTTOM PORTION AND MAIL ENTIRE FORM TO: COMPTROLLER-IN-CHIEF, FINANCIAL MANAGEMENT SERVICE, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20401

Contractor Invoice No. _____ Date Prepared _____

Date of Delivery/Shipment _____ Discount Terms _____

ARTICLES OR SERVICES	QUANTITY	COST	UNIT PRICE PER	AMOUNT
IF ADDITIONAL SPACE IS REQUIRED, USE STD. FORM 1034, 1035, OR ATTACH YOUR INVOICE.			TOTAL	

I CERTIFY THAT THE MATERIAL, GOODS, OR SERVICES HAVE BEEN DELIVERED/SHIPPED ON THE DATE INDICATED ABOVE AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED.

The penalty for making false statements to the Government is prescribed in 18 USC 1001.

(Signature of person authorized to sign)

PART 1 CONTRACTOR

Figure 12F-7 GPO-2511, Print Order